



## Administrative Policies and Procedures: 28.7

<b>Subject:</b>	<b>Request for Office Space (Leases)</b>
<b>Authority:</b>	TCA 37-5-101; 37-5-102; 37-5-105; 37-5-106
<b>Standards:</b>	<b>COA Standards:</b> ASE 2.02 and 3.02
<b>Application:</b>	To All DCS Executive Directors, Regional Administrators, Director of Facilities Management and Support Services, or Employees Whose Job Duties May Include Requesting Office Space

### Policy Statement:

The Department of Children's Services shall ensure that all DCS requests for office space comply with all appropriate *Department of Finance and Administration and Division of Real Property Administration Rules and Regulations and Policies and Procedures*.

### Purpose:

To ensure compliance with the Department of Finance and Administration Rules and Regulations for requests for space lease proposals and compliance with Rules and Regulations set forth by the State Building Commission.

### Procedures:

<b>A. Role of F &amp; A Division of Real Property Administration</b>	<ol style="list-style-type: none"><li>1. The Department of Finance and Administration (F&amp;A), Division of Real Property Administration will administer all requests for Department of Children's Services for space approved by the DCS Commissioner and submitted through the space action process.</li><li>2. F &amp; A Real Property Administration will advertise for space based on approved <b>Space Action Request</b> submitted by the Department of Children's Services in accordance with the State Building Commission guidelines.</li><li>3. All Department of Children's Services site plans developed by the F &amp; A Division of Real Property Administration will receive the approval of DCS Division of Facilities Management and Support Services that will comply with:<ol style="list-style-type: none"><li>a) Certification of occupancy requirements;</li><li>b) Applicable zoning and building codes;</li><li>c) Occupational Safety and Health Administration (OSHA) codes;</li><li>d) Elevator inspections;</li><li>e) Health, sanitation and fire safety codes; and</li><li>f) All other applicable safety codes.</li></ol></li></ol>
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	<p>4. Project plans will be reviewed and approved by the State Fire Marshall's Office prior to the actual start of construction.</p>
<b>B. Role of DCS Director of Facilities Management and Support Services</b>	<p>The DCS Director of Facilities Management and Support Services and/or approved designee will:</p> <ol style="list-style-type: none"><li>1. Review space requests submitted by the appropriate DCS Regional Administrator or Executive Director for appropriate information required by the F &amp; A Division of Real Property Administration that will include determining the accessibility, availability, affordability and location of other relevant community resources.</li><li>2. Provide technical assistance as needed to the submitting office to determine completeness of request and compliance to F &amp; A space criteria.</li><li>3. Develop Space Needs Analysis and Complete F &amp; A <b>Office Space Needs Worksheet, Part II (FA-0997)</b> and <b>Space Action Request Transmittal, Part I (FA-0998)</b> for Commissioner's signature.</li><li>4. Ensure that the F &amp; A Division of Real Property Administration requests the State Fire Marshal to review the office layout plans for each approved Tennessee Department of Children's Services project for fire and building code compliance.</li></ol>

<b>Forms:</b>	<p>(Not DCS Forms)</p> <p><b>Office Space Needs Worksheet (FA-0997, Rev. 4-2005)</b></p> <p><b>Space Action Request Transmittal (FA-0998, Rev. 6-2003)</b></p>
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<b>Collateral documents:</b>	<p><b>By-Laws, Policy and Procedures of the State Building Commission, Revised October 2004</b></p> <p><b>Department of Finance and Administration, Division of Real Property Administration Information for Proposers</b></p>
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